



**DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES
CAREER OPPORTUNITY**

**Financial & Program Analyst, GS-301-9/11/12/13
(more than one position)
Career Position**

**VACANCY ANNOUNCEMENT NUMBER
2003-074VJ**

The Office of Personnel Resources will be accepting applications for the position identified above from April 18, 2003, through May 19, 2003. All applications must be received by May 19, 2003.

A full time (40 hours per week) position is available for a Financial and Programs Analyst in the Policy and Program Division of the Community Development Financial Institutions (CDFI) Fund. The CDFI Fund is charged with promoting economic revitalization and community development through investment in and assistance to community development financial institutions; through encouraging insured depository institutions to increase lending, financial services and technical assistance within distressed communities and to CDFIs; and through allocation of tax credits for community development through the New Markets Tax Credit (NMTC) Program.

Through the CDFI Program, the Fund provides grants, loans and technical assistance to new and existing community development financial institutions (CDFIs) such as community development banks, community development credit unions, revolving loan funds, and micro-loan funds. The Fund also is responsible for the implementation of the NMTC Program. Through this program the Fund allocates tax credits to Community Development Entities (CDEs). The credits are used to raise capital for investment in economically distressed communities. A Financial and Program Analysts is responsible for assisting in the implementation of the Fund's programs. Specific duties include: 1) evaluating applications for certification as CDFIs and as CDEs and funding; 2) developing performance goals and related actions with funded organizations needed to achieve closing of an award; 3) conducting outreach and training on programs of the CDFI Fund; 4) other tasks related to implementation of the CDFI, NMTC and Bank Enterprise Award Programs, and other programs of the CDFI Fund.

The Fund is located in the heart of downtown Washington, D.C. at 601 13th Street, NW, seconds away from the Metro Center, shops, restaurants, and less than 3 blocks from the Main Treasury Building located on the White House Complex.

Additional information is provided on the reverse side of this announcement for Veterans, Status Candidates and Persons Eligible Under Special Appointing Authorities.

A copy of this vacancy announcement is also available through OPM's web site at www.usajobs.opm.gov or Treasury's web site at <http://intranet.treas.gov/sites/tvas>. Questions regarding this position may be answered by contacting Vera Jones at (202) 622-1104.

You may email your application to vera.jones@do.treas.gov or fax your application to (202) 622-2626.

BENEFITS:

- ~ Salary \$40,044 - \$89,774
- ~ 10 Paid Holidays
- ~ Paid Annual & Sick Leave
- ~ Federal Employees Retirement Plan
- ~ Health Benefits ~ Life Insurance ~ Awards
- ~ Valuable Work Experience
- ~ Thrift Savings Plan (Similar to 401K plans)

**APPLICATION
PROCEDURES:**

- ~ In order to assist you in preparing your application package, instructions and checklist are included with this announcement.

**QUALIFICATION
REQUIREMENTS**

- ~ In accordance with the Office of Personnel Management's qualification standard Administrative and Management Positions, all candidates must possess one year of specialized experience equivalent to at least the next lower grade level. Specific information defining experience creditable as "specialized" is included on the following page.
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Status candidates who wish to be considered under both merit promotion and OPM competitive procedures must submit two complete applications. When only one is received, it will be considered under merit promotion procedures only.

Employment of People with Disabilities: The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Veterans Employment Act of 1998: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

Specialized Experience: Specialized experience is experience which provided the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position and which is typically related to the work of the position to be filled. For this position, specialized experience includes experience with staff analytical, planning, and evaluative work concerned with the administrative and operational aspects of agency programs and management.

Substitution of Education for Experience: For the GS-9: 2 full years of progressively higher level graduate education or Master's or equivalent graduate degree (i.e. LL.B or J.D.), For the GS-11: 3 full years of progressively higher level graduate education or Ph.D or equivalent doctoral degree.

Basis for Rating: Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

Rating Factors:

1. Knowledge of the community development financial institutions (CDFI) field and community development finance; including the ability to assess the capacity, financial health and community development impact of CDFIs; and knowledge of community development strategies used in domestic urban and rural markets.
2. Knowledge of the CDFI Programs, including program regulations and application procedures.
3. Skills in analysis, including the ability to evaluate financial statements, financial projections, governance structures, products and services, target markets and other factors used in underwriting CDFIs, CDEs and mainstream financial institutions.
4. Oral and written communications skills, including the ability to communicate program policies and requirements to diverse audiences, and the ability to present orally and in writing analytical findings.
5. Ability to function in teams, work cooperatively with others and achieve expectations in a time sensitive environment.

Non status candidates are those applicants who have not been appointed to a permanent position in the competitive service. Upon request from the selecting official, all non status candidates who meet minimum qualification requirements will be forwarded to OPM for ranking and referral.

Note for CTAP/ICTAP Eligibles: Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area who are determined to be “well-qualified” for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area who are determined to be “well-qualified” for this position may apply for special selection priority over other candidates for this position. Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply under the Veterans Employment Act of 1998. In accordance with Treasury’s Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be “well qualified” for this position. To be determined “well-qualified,” a candidate must be able to demonstrate that he/she has had specialized experience in the community development industry, including development finance. Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the “How to Apply” section of this announcement.

Application Procedures: In order to assure that you are given full consideration for this position, the information identified on the attached checklist should be included in your application package.

Application packages may be mailed to: Department of the Treasury, Office of Personnel Resources, 1500 Pennsylvania Avenue, Washington, D.C., 20220. Applications sent in government postage paid envelopes will not be considered. Applications will be accepted from government fax machines. Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records.

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Copies will be accepted. For those applicants who wish to personally deliver your application package, for your convenience, an "Application Drop Box" is located on the 6th floor of the main reception area in Metropolitan Square directly across from the Main Treasury Building at 1500 Pennsylvania Avenue, N.W.

Recruitment bonus is not authorized.

Critical Sensitive - This position has been designated Critical sensitive. The individual selected for this position will be subject to the necessary security investigation. Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

Financial Disclosure: The applicant selected for this position is required to complete a financial disclosure form.

Promotion Potential: The selectee may be promoted to the full performance level without further competition when all regulatory, qualification and performance requirements are met. Selection at a lower grade level does not guarantee promotion to the full performance level, but depends on the selectee's demonstration of the ability to perform the duties of the higher grade to the satisfaction of the supervisor and the availability of enough work to support the targeted position.

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NOAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.

APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

JOB INFORMATION

- ☐ *Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- ☐ Announcement Number
- ☐ Title and grade of the position applying for.
- ☐ Identify the lowest pay or grade level you will accept. *(You will not be considered for jobs which pay less than you indicate.)*
- ☐ *Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." *(Status applicants only.)*

PERSONAL INFORMATION

- ☐ First, last & middle name
- ☐ Mailing address *(with ZIP Code)*
- ☐ Social Security Number
- ☐ Day and Evening Phone Numbers *(with area code)*
- ☐ Country of Citizenship
- ☐ Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

WORK EXPERIENCE

- ☐ Describe specific duties & responsibilities.
- ☐ Include paid and volunteer work experience. *(Include title, grade & series if applicable)*
- ☐ Performance Appraisal
- ☐ Indicate if we may contact your supervisor.

OTHER QUALIFICATIONS

- ☐ Job-related skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with computers, speaking other languages, public speaking, membership to professional orgs.)
- ☐ Job-related qualifications must be described
- ☐ Job-related certificates & licenses *(current only)*
- ☐ Job-related training courses *(title and year)*
- ☐ Rating factors identified on the previous page. *(Factors may be addressed on bond paper.)*

INFORMATION FOR VETERANS

- ☐ DD Form 214
- ☐ Proof of veterans' preference if applicable.

PERSONS WITH DISABILITIES

- ☐ Letter of eligibility from the appropriate State Department Rehabilitation Service. *(This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.)*

EDUCATION

- ☐ High School, address & zip code
- ☐ Date of diploma or GED.
- ☐ Colleges & Universities, address & zip code
- ☐ Identify majors, degree received, & date graduated (If you have not received your degree, show total credits earned and indicate whether semester or quarter hours)
- ☐ *College transcripts. *(If applicable)*